

JSS Mahavidyapeetha
JSS COLLEGE FOR WOMEN (Autonomous)
Saraswathipuram, Mysuru



Report On
Skill Enhancement Programme

"ROLE OF COMPANY SECRETORY"

16th March 2026

DEPARTMENT OF COMMERCE AND
MANAGEMENT



JSS MAHAVIDYAPEETHA **JSS COLLEGE FOR WOMEN**

(An Autonomous College of University of Mysore: Re-Accredited by NAAC with 'A' Grade (CGPA: 3.07)
Saraswathipuram, Mysore – 570 009

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Report on Skill Enhancement Programme

“Role of Company Secretary”

Department of Commerce and Management

Date: 16- 03-2026

Place: Auditorium

Number of beneficiaries:

- Students: 146

Objective:

- To provide insights about role of company secretary.
- To enhance skills required in managing companies.

Brief Write up on the Programme:

The Department of Commerce and Management at JSS College for Women, Saraswathipuram, Mysuru, organized Skill Enhancement Programme on role of company secretary on 16 March 2026 to skill development required in managing companies.

The session was conducted by the resource persons C. S. Panidatha. C. S. Panidatha explained that a Company Secretary (C.S.) plays an important role in managing company affairs and ensuring that the organization follows all legal and regulatory requirements. A Company Secretary acts as an advisor to the board of directors and helps the company maintain proper corporate governance and compliance with laws. The resource persons also discussed the skills required for a successful Company Secretary, such as communication skills, speaking skills, technological knowledge, and problem-solving ability. They emphasized that a C.S. works as a compliance officer and ensures that company records, reports, and financial

documents are maintained according to the law. Finally, the speakers explained the career opportunities and scope of the C.S. profession. They mentioned that there are many companies in India requiring compliance services, so the demand for Company Secretaries is increasing. The session was informative and helped students understand the importance and responsibilities of a Company Secretary in corporate management.

The second session was conducted by the resource person C. S. Krishnegowda. The speaker explained the importance of the Company Secretary profession and the procedure to become a qualified C.S. The resource person explained that the Company Secretary course is conducted by the Institute of Company Secretaries of India (ICSI). The course consists of three stages: Foundation Programme, Executive Programme, and Professional Programme. The Foundation level can be joined after completing 10th and 12th, and it includes basic subjects related to business and management. The Executive level includes advanced subjects such as company law, corporate governance, taxation, and financial management. The Professional level focuses on advanced corporate and legal practices. The speaker also discussed the skills required for a Company Secretary, such as drafting and documentation skills, analytical thinking, research skills, financial literacy, and attention to detail. These skills are necessary for handling corporate laws and maintaining company records. Finally, the resource person explained that the Company Secretary profession offers good career opportunities in corporate organizations, consultancy firms, and independent practice. The session was informative and helped students understand the course structure and career scope of the Company Secretary profession.

Dr. Rechanna, Principal and Dr. V Gangadharaswamy, Head of the Department of Commerce and Management were present. Faculty members and students actively participated.

Kum. Nikitha Bhat and group performed the invocation. Ms. Kavana M R, III BBA, warmly welcomed the gathering. Ms. Harshitha M, II BBA, delivered the vote of thanks. Ms. Punya N, III BBA, compered the event.



JSS Mahavidyapeetha

JSS COLLEGE FOR WOMEN (Autonomous)

Saraswathipuram, Mysuru

Department of Commerce and Management



16 March 2026

2.30 PM

Divine Blessings

His Holiness Jagadguru Sri Shivarathri Deshikendra Mahaswamiji

Jagadguru Sri Veerasimhasana Mahasamsthana Math, Sri Suttur Kshetra

SKILL ENHANCEMENT PROGRAMME

Organised by

Man. - Com. Club

Invocation	: Kum. Nikitha Bhat and group III B. Com
Welcome Speech	: Ms. Kavana M R III BBA
Resource Persons	: C. S. Panidatha C. S. Krishnegowda
Presence	: Dr. Rechanna Principal
	: Dr. V Gangadharaswamy Head of the Department
Vote of Thanks	: Ms. Harshitha M II BBA
Compering	: Ms. Manu III B.COM



Registration Form for Skill Enhancement Programme on the topic: **"Role of Company Secretary"**
Skill Development required in Managing Companies on 16.03.2026 at 3.30 pm to 4.30 pm By the
 Resource Persons CS Krishne Gowda C Immediate Past Chairman Mysuru chapter of ICSI Practicing
 Company Secretary, Mysuru and CS Phani Datta, Former Chairman, Mysuru chapter of ICSI Practicing
 Company Secretary, Mysuru.

SKILL ENHANCEMENT PROGRAMME ON 16.03.2026 (Responses)

Sl. No.	Date & Time	Name	Programme	UUCMS NO.	PHONE NO.	E-MAIL
1	3/16/2026 15:02:38	PREETHU HS	I BBA	U01BD25M0016	9353551519	niranjananju5@gmail.com
2	3/16/2026 15:02:33	SANJANA.H	I BBA	U01BD25M0050	8971331858	sanjanamysoreo9@gmail.com
3	3/16/2026 15:02:41	SANJANA	I BBA	U01BD25M0009	7353352326	sanjanakssanjanaks466@gmail.com
4	3/16/2026 15:02:53	RAMYA	I BBA	U01BD25M0018	9148566928	ramyakumar56343@gmail.com
5	3/16/2026 15:02:55	AMULYA. G	I BBA	U01BD25M0021	8971493395	amulya.ganeshagpet@gmail.com
6	3/16/2026 15:02:57	Manya.P	I BBA	U01BD25M0011	6362504326	prakashmanya85@gmail.com
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8	3/16/2026 15:03:11	SINCHANA. D	I BBA	U01BD25M0033	8884167291	ssinchana681@gmail.com
9	3/16/2026 15:03:16	CHAITHRA.K. R	I BBA	U01BD25M0013	9880938198	chaithrkr065@gmail.com
10	3/16/2026 15:03:17	Gagana shree M	I BBA	U01BD25M0036	9113977191	gaganagagana@gmail.com
11	3/16/2026 15:03:21	INCHARA.R	I BBA	U01BD25M0014	7338272948	inchara323@gmail.com
12	3/16/2026 15:03:23	PRATHEEKSH A H P	I BBA	U01BD25M0008	9353467224	hpmeghu@gmail.com
13	3/16/2026 15:03:24	SANJANA K.M	I BBA	U01BD25M0032	8867078928	sanjanakm633@gmail.com
14	3/16/2026 15:03:32	parvathi	I BBA	U01BD25M0005	7019465525	paru04parvathi2007@gmail.com
15	3/16/2026 15:03:35	Vibha.N	I BBA	U01BD25M0044	9380813846	vibhanvibhan831@gmail.com
16	3/16/2026 15:03:48	PREETHI KC	I BBA	U01BD25M0048	8317363918	preethike937@gmail.com
17	3/16/2026 15:03:49	PRAGATHI.P	I BBA	U01BD25M0007	9880108422	sanikaapragathip@gmail.com

18	3/16/2026 15:03:50	BINDU SHREE M S	I BBA	U01BD25M0035	9353928282	bindushreems2008@gmai l.com
19	3/16/2026 15:04:03	REKHA KB	I BBA	U01BD25M0031	9535769677	kb953576@gmail.com
20	3/16/2026 15:04:05	NAGARATHN A HM	I BBA	U01BD25M0003	7204112330	nagunagujaikumara@gm ail.com
21	3/16/2026 15:04:08	MANYASHRE E T S	I BBA	U01BD25M0029	6364521586	manyashreets2007@gmai l.com
22	3/16/2026 15:04:21	Siri dk	I BBA	U01BD25M0041	8618680180	ssiridk@gmail.com
23	3/16/2026 15:04:22	JANAVI KP	I BBA	U01BD25m0037	9353085020	Janujanavi882@gmail.co m
24	3/16/2026 15:04:22	Sanjana manjunath	I BBA	U01BD25M0010	8867319781	gowdasonu125@gmail.co m
25	3/16/2026 15:04:32	NISARGA	I BBA	U01BD25M0046	7795270360	nisargap38@gmail.com
26	3/16/2026 15:04:44	Bhavana c.m	I BBA	U01BD25M0020	9972251554	bhavanacm2007@gmail.c om
27	3/16/2026 15:04:53	Mahadevamma	I BBA	U01BD25M0028	7676242036	Soujanyasoujanya com
28	3/16/2026 15:04:56	POOJA .M	I BBA	U01BD25M0039	8147829953	komalakomala1920@gm ail.com
29	3/16/2026 15:05:50	Anusha M S	I BBA	U01BD25M0023	9036396009	anushagowda481@gmail. com
30	3/16/2026 15:06:13	Kushi mv	I BBA	U01BDM0038	9980990548	kushimv1013@gamil.co m
31	3/16/2026 15:06:19	Aishwarya Urs M N	I B.COM B	U01BD25C0016	7892828328	aishwaryakarthikurs@gm ail.com
32	3/16/2026 15:06:22	Archana G	I BBA	UO1BD25M0002	7022748060	archanas2317@gmail.co m
33	3/16/2026 15:06:42	Ashwini N	I B.COM B	U01BD25C0010	8951554471	ashwini74933@gmail.co m
34	3/16/2026 15:06:44	Suraksha GP	I B.COM B	U01BD25COO88	7483943901	surakshagpsurakshagp@g mail.com
35	3/16/2026 15:06:57	Rakshitha	I B.COM B	U01BD25C0128	7259127244	rakshithashasidhar@gmai l.com
36	3/16/2026 15:07:12	Janaki B	I B.COM B	U01BD25C0035	9108945570	janakibhairegowda@gma il.com
37	3/16/2026 15:07:14	Chaithra.B	I B.COM B	U01BD25C0023	9902701216	chaithrabasavarajuraju@g mail.com
38	3/16/2026 15:07:22	Keerthana	I B.COM C	U01BD25C0038	7204403092	k3337087@gmail.com
39	3/16/2026 15:07:23	Keerthana MU	I B.COM B	U01BD25C0039	7899115082	keerthanamu23@gmail.c om
40	3/16/2026 15:07:24	Sahana KM	I B.COM C	U01BD25C0134	7411288393	sahanakm142521@gmail. com
41	3/16/2026 15:07:26	Kusuma H	I B.COM C	U01BD25C0113	9353610479	kusumahalappa8@gmail. com

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46	3/16/2026 15:07:32	Sujana.b	I B.COM C	U01BDC0145	9986507621	sujanasuu621@gmail.co m
47	3/16/2026 15:07:38	Rekha R R	I BBA	U01BD25M0049	8660988742	yashurekharr18@gmail.c om
48	3/16/2026 15:07:38	Mouna.K	I B.COM B	U01BD25C0053	6361515821	kmouna862@gmail.com
49	3/16/2026 15:07:39	Lekhana.A	I B.COM C	U01BD25C0044	9511197773	lekhanaagowda@gmail.c om
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65	3/16/2026 15:08:22	Poorvi. P	I B.COM B	U01BD25C0069	7619399730	Poorvi1444@gmail.com

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79	3/16/2026 15:08:49	RASHMI L	I B.COM C	U01BD25C0070	9742455669	rashmi.l.290507@gmail.com
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81	3/16/2026 15:08:50	sanjana	I B.COM B	U01BD25C0136	8618073453	sanjanas8618@gmail.com
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86	3/16/2026 15:09:01	Kavana MS	I B.COM A	U01BD25C0037	9731402055	kavanamskavana7@gmail.com
87	3/16/2026 15:09:01	Monika k	I B.COM C	U01BD25C0121	6375466219	kisnachoudhary772@gmail.com
88	3/16/2026 15:09:02	MAMATHA M	I B.COM A	U01BD25C0048	7349438238	mmamatha86687@gmail.com
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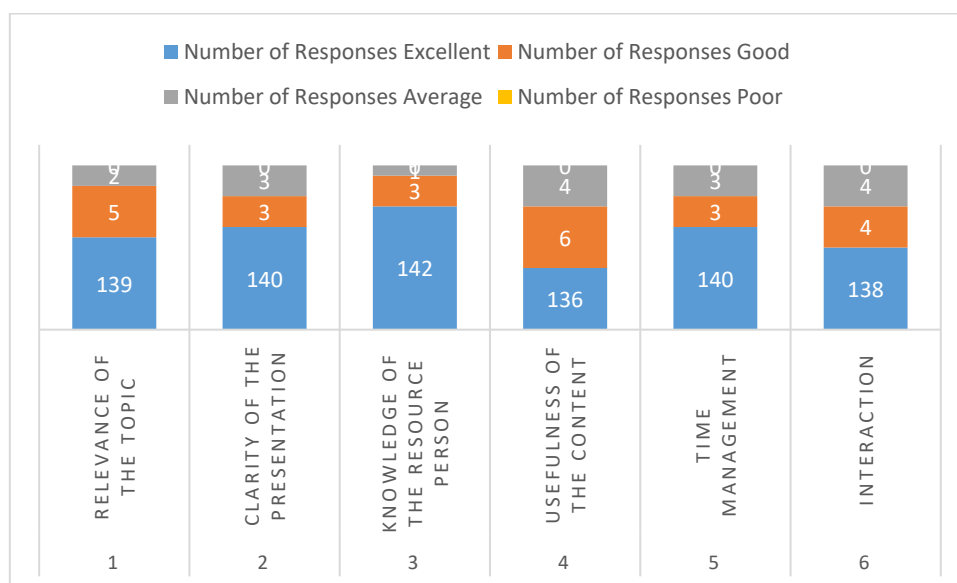
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94	3/16/2026 15:09:10	RAKSHITHA M	I B.COM B	U01BD25C0063	6363551317	Akshaym5871@gmail.com
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98	3/16/2026 15:09:20	Divya.k	I B.COM C	U01BD25C0028	9620565456	divyakumar3136@gmail.com
99	3/16/2026 15:09:21	Aishwarya B	I B.COM A	U01BD25C0003	9148445970	aishwarya26897@gmail.com
100	3/16/2026 15:09:23	Rashmi	I B.COM C	U01BD25C0068	8904092189	r49387953@gmail.com
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102	3/16/2026 15:09:33	Kavya m	I B.COM B	U01BD25C0112	9743238336	yashwantyashwant35586@gmail.com
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111	3/16/2026 15:09:51	Ashwini	I B.COM A	U01BD25C0019	6363338462	chinnucc349@gmail.com
112	3/16/2026 15:09:53	Nandini d	I B.COM A	U01BD25CO154	9036504409	nandininandinikumari@36gmail.com
113	3/16/2026 15:09:54	Brunda M Shetty	I B.COM B	U01BD25C0106	9353704431	brundamshetty@gmail.com

114	3/16/2026 15:09:57	Radhika .R	I B.COM A	U01BD25C0067	9731954734	radhika26022008@gmail.com
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118	3/16/2026 15:10:17	MONIKA	I B.COM B	U01BD25C0051	9535803664	ravikumaratnravi@gmail.com
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120	3/16/2026 15:10:23	Surabhi M	I B.COM C	U01BDC0087	9686510721	surabhim7524@gmail.com
121	3/16/2026 15:10:28	Anjali	I B.COM A	U01BD25C0007	7349643426	616anjali.anju@gmail.com
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123	3/16/2026 15:10:30	Preethi.M	I B.COM B	U01BD25C0061	8105179545	preethimahadev2007@gmail.com
124	3/16/2026 15:10:32	ASHITHA.R	I B.COM C	U01BD25C0009	9916277510	ashithar665@gmail.com
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126	3/16/2026 15:10:35	Keerthana cv	I B.COM B	U01BD25c0160	8495809515	keerthancv@gmail.com
127	3/16/2026 15:10:36	Apoorva	I B.COM A	U01BD25C0008	8867437174	appuapoorva515@gmail.com
128	3/16/2026 15:10:52	Bhavani	I B.COM A	U01BD25C0021	9731918649	bhavanibhavani94375@gmail.com
129	3/16/2026 15:10:59	Chaithanya PM	I B.COM A	U01BD25C0022	8095975488	chaithanya.p.m4@gmail.com
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131	3/16/2026 15:12:32	Vinutha B S	I BBA	U01BD23M0007	9606956223	vinuthavinu3369@gmail.com
132	3/16/2026 15:12:44	Yuktha S	I B.COM A	U01BD25C0096	9019337001	yukthasgowda6@gmail.com
133	3/16/2026 15:12:58	Nisarga	I B.COM C	U01BD25C0122	9686947992	nisargahm647@gmail.com
134	3/16/2026 15:13:08	Rakshana pv	I BBA	U01BD23M0027	8754727637	rakshanapv@gmail.com
135	3/16/2026 15:14:38	Punya	I BBA	U01BD23M0020	9036089905	Punyanataraj123@gmail.com
136	3/16/2026 15:14:44	Lakshmi A	I B.COM A	U01BD25C0115	9741427284	nithunithyashreca@gmail.com
137	3/16/2026 15:14:46	Kavana MR	I BBA	U01BD23M0016	7204942356	kavanamr5@gmail.com

138	3/16/2026 15:14:49	Harshitha M	I BBA	U01BD24M0005	7204705126	harshithamahesh812@gmail.com
139	3/16/2026 15:16:04	Tanushree Bhat	I B.COM A	U01BD23C0119	8762312278	tanushreebhat12@gmail.com
140	3/16/2026 15:16:55	Nikhita Balachandra Bhat	I B.COM A	U01BD23C0001	9483576697	nikhitatattisara@gmail.com
141	3/16/2026 15:20:25	Manaswi. R	I B.COM A	U01BD25C0064	9972425049	manaswir03@gmail.com
142	3/16/2026 15:21:40	Madhura M	I B.COM C	U01BD25C0046	7090860533	madhumadhuram281@gmail.com
143	3/16/2026 15:22:02	Spoorthi	I B.COM C	U01BD25C0085	7676226351	sspoorthigowda82@gmail.com
144	3/16/2026 15:22:32	Harshitha . C	I B.COM C	U01BD25C0110	7019262354	harshivinu123@gmail.com
145	3/16/2026 15:24:11	Amulya.s	I B.COM C	U01BD25C0005	9187498767	ammushetty1604@gmail.com
146	3/16/2026 15:24:33	Aishwarya	I B.COM C	U01BD25C0001	7795070719	aishuaishu00424@gmail.com

FEEDBACK

SL.NO	QUESTION	Number of Responses			
		Excellent	Good	Average	Poor
1	Relevance of the Topic	139	5	2	0
2	Clarity of the presentation	140	3	3	0
3	Knowledge of the Resource Person	142	3	1	0
4	Usefulness of the content	136	6	4	0
5	Time Management	140	3	3	0
6	Interaction	138	4	4	0



Outcomes:

- ✓ Students gained awareness about Role of Company Secretary.
- ✓ Students become more confident in their future endeavour.

Impact:

The programme provides information about role of company secretary and enhances skills required for a successful Company Secretary, such as communication skills, speaking skills, Legal and technological knowledge, and problem-solving ability.

Signature of HoD/ Coordinator

Signature of the Principal